



Office of the City Clerk

650 N. La Cadena Drive

Colton, CA 92324

909.370.5191

PROCLAMATION REQUEST FORM

PROCEDURES

The Mayor and Council Members of the City of Colton are pleased to provide special recognition to remarkable individuals, groups, and to recognize significant events in the community. Proclamations can be issued for civic celebrations, non-profit organizations, and significant events with historical and/or unique importance to the citizens in your local area, or to recognize individuals who have made a significant contribution to society.

Proclamation Request Forms must be submitted at least four (4) weeks in advance of the date it is needed. This request will go through an internal review process for approval.

Proclamation requests must include the following:

- Contact person's full name, address, telephone number(s) and email address
- The date the proclamation is needed
- A brief summary or background of the event and/or organization making the request
- The name and date(s) of the day, week, month or event to be proclaimed
- Proposed proclamation text including "Whereas" clauses and a "Now therefore" (what is being proclaimed)

The completed Proclamation Request Form and pertinent information can be mailed, hand-delivered or emailed to the following:

Office of the City Clerk
650 N. La Cadena Drive
Colton, CA 92324

NOTE: When sending your proclamation by email, please include the following:

egomez@ci.colton.ca.us

ssanchez@ci.colton.ca.us

fmedina@ci.colton.ca.us

CONTACT PERSON

Name: _____
First Last

Address: _____
Street Number Street Name Apt/Suite

City State Zip Code

Phone Number: _____
Cell Home

E-mail Address: _____

The name and date(s) of the day, week, month or event to be proclaimed:

The date when the proclamation is needed:

A brief summary or background of the event and/or organization making the request:

NOTE: Please attach any other pertinent information regarding your request.